

2019

Monday Morning Agenda

Name

Start Time

Date

Finish Time

FOCUS

What is my mission?

What did I do last week to follow it?

Read Mastery

Review Yearly Goals

Review Business Plan

Review Monthly Goals

Recited daily gratitudes and affirmation

Review Weekly Goals

Review Notes from last Monday Morning
Meeting with self.

Week In Review & Plan for Coming Week

Last week did I run my business like a business?

How can I improve this week?

My AHAs for this week...

Who did I have a "Real Estate Review" with last week?

1. Name	Mailed	In Person
Highlights		
2. Name	Mailed	In Person
Highlights		

Who needs a "Real Estate Review" this week? *Reminder: Listing appointments do not count.*

1. Name	Phone
Address	
Price Range	Style/SqFt
2. Name	Phone
Address	
Price Range	Style/SqFt

How were my lunches last week? *Enter highlights.*

(Mastery Tip: Coffee, Breakfast, Lunch or Dinner all count. No more than 1-2 couples at each.)

1. Name
Highlights
2. Name
Highlights

Who is scheduled for a lunch this week?

(Mastery Tip: Birthdays, wedding anniversaries, and anniversaries of home purchases are all great reasons for "lunch".)

1. Name	Company
Phone Number	Address
Reason for getting together:	
2. Name	Company
Phone Number	Address
Reason for getting together:	

Did I make my 50 FORD contacts last week?	Yes	No
How many?		

How many new contacts added to database last week?		
Have they been started on an 8x8?	Yes	No

Did I write at least 10 personal notes last week?

Yes

No

(Mastery Tip: Batch all 10 notes into a scheduled time each week OR break them into 2 a day and incorporate them into a pre-established daily ritual such as your morning coffee.)

Who am I planning to write notes to this week?

- | | |
|----------|--------|
| 1. Name | Reason |
| 2. Name | Reason |
| 3. Name | Reason |
| 4. Name | Reason |
| 5. Name | Reason |
| 6. Name | Reason |
| 7. Name | Reason |
| 8. Name | Reason |
| 9. Name | Reason |
| 10. Name | Reason |
-

Who is a new potential seller from last week?

- | | |
|-------------|------------|
| 1. Name | Phone |
| Price Range | Address |
| Source | Style/SqFt |
| 2. Name | Phone |
| Price Range | Address |
| Source | Style/SqFt |
| 3. Name | Phone |
| Price Range | Address |
| Source | Style/SqFt |
| 4. Name | Phone |
| Price Range | Address |
| Source | Style/SqFt |
| 5. Name | Phone |
| Price Range | Address |
| Source | Style/SqFt |

Who is a new potential buyer from last week?

1. Name	Phone
Price Range	Address
Source	Style/SqFt
2. Name	Phone
Price Range	Address
Source	Style/SqFt
3. Name	Phone
Price Range	Address
Source	Style/SqFt
4. Name	Phone
Price Range	Address
Source	Style/SqFt
5. Name	Phone
Price Range	Address
Source	Style/SqFt

Tracking Your Numbers

- How many offers written last week?
- How many contracts had mutual acceptance last week?
- How many deals closed last week?
- How many listing appointments last week?
- How many new listings taken last week?

Only complete the following sections if your coach has reviewed the referenced tool with you and asked you to start using it. Otherwise ignore for now.

Did you track your P-I-N time last week? Yes No

If so, please enter your year-to-date numbers:

I:P ratio P \$/per hour T \$/per hour

Has business tracker been updated with last week's numbers? Yes No

Use space below to alert coach of any challenges, questions or successes to be discussed on your next scheduled coaching call. Should there be questions/situations that need feedback sooner, send separate email.

Click Save and Send Icon Below
to Save This Week's MMA and Send to Your Coach

Note: If you are using Apple Preview or a Non-Adobe viewer to complete this form, the automation connected with the icon above may not work. **If that is the case, please use the Save As function, save your completed form as a PDF and send to your coach.**



FOCUS. SKILLS. ACTION. RESULTS.